P-Card Cycle Transaction Log Instructions

HEADER:

Cardholder:	Insert the name of the individual using the card.
Agency:	Insert the name of the agency that is responsible for the cardholder.
Card Number:	List the last five digits of the P-Card.
Purchasing Cycle Dates:	Insert the appropriate cycle dates.

BODY OF FORM:

Trans Date:	The date of the actual use of the P-Card.
Supplier/Vendor:	The vendor of the item purchased.
Description Goods/Services:	Insert a brief description of the item(s) charged to the P-Card.
1099 Reportable Y/N:	Indicate if the item should be a 1099 reportable item or not.
Cost of Goods:	Insert the price of the item(s) individually.
Sales and Use Tax:	List amount of sales tax paid. If no tax paid, indicate with a zero.
Capitalized Inventory (Y/N):	Indicate if item purchased a capitalized or non-capitalized inventory item by Y or N.
Shipping Charges	List the amount of shipping charges paid.
Total Cost:	Insert the total of the single item charge to the P-Card. This should equal cost of goods, sales tax, and shipping charge.
Accumulated Expenses:	Keep a running tally of the monthly charges. Maintaining this column will assist the cardholder in staying within the established purchasing limit of the card.
Grand Totals:	Insert the total of each specified column's expenditures for the month.

The rest of the form requires various signatures for approvals and dates, of which are self-explanatory.